

DISCIPLINARY AND GRIEVANCE PROCEDURE

GRIEVANCE

- 1 Any grievance by a member should be put in writing for the consideration of the committee.
- 2 The committee will consider the grievance and respond.
- 3 The committee's decision is final.

DISCIPLINARY

Unacceptable behaviour

1 At fairs, this might include poor timekeeping, clearing up before time, late payments, spreading beyond their stand size, selling items not listed on their membership application.

Other unacceptable behaviour would include bringing the Association into disrepute in any way.

- 2 Three verbal warnings should be given and each warning reported to the Secretary who will keep a record of all warnings.
- 3 If verbal warnings are not heeded, a written warning is sent to the member. This will include a clear statement of the unacceptable behaviour. They will be invited to explain to the committee at a prearranged meeting why warnings have not been heeded. If, in the committee's opinion the unacceptable behaviour continues, it will result in termination of membership. Refund of membership is at the discretion of the committee.
- 4 Summary dismissal will follow for theft, violence or offensive behaviour that is not in accordance with our EDI policy.
- 5 The committee's decision is final.